

Company name

BCD Travel Munich
BCD Travel Ismaning
BCD Travel Haan
BCD Travel Friedrichshafen
BCD Travel Kempten
BCD Travel Jena
BCD Travel Stuttgart

Travel order template

Company name:	
Customer name:	
Customer ID (if known):	
Contact for further questions:	
E-Mail:	
Telephone:	
Fax:	

☐ New booking ☐ Offer

☐ Confirmation

Change of an existing journey (please just one cross)

☐ Rebooking ☐ Additional booking ☐ Cancellation

Traveller (name):

Date (dd.mm.yy):

Booking number:

	Surname / First name:	Cost center:	Personnel number:
Traveller 1: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs / Title			
Traveller 2: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs / Title			
Traveller 3: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs / Title			
Traveller 4: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs / Title			

Final travel destination (City):
(Informationen for the continuing journey)

Travel date (dd.mm.yy):

From:	To:	Departure:	Arrival:

If you have planned more journeys to the target country, please note the detailed data in the box for further remarks.

Voyage

An electronic ticket will be deposited for you!

- ☐ Economy Class (I want to travel low priced – special rates, no rebooking, no refund)
- ☐ Economy Class (At least I have to rebook – special rates with rebooking and cancellation fees)
- ☐ Economy Class (I have to be completely flexible – rebookings / cancellations usually free, but higher ticket costs)

☐ First Class ☐ Business ☐ Economy

☐ Visa requested

☐ Aisle

☐ Window

Nationality:

☐ **2. Page follows**

(if 2. page is filled out, please enclose)

Rail journey



- ☐ Only seat reservation
☐ No seat reservation requested

☐ Rail journey just as Voyage data (please fill out the missing data)

☐ If possible, discount rate with reservation for a specific train
 (in consideration of the current rate conditions of Deutsche Bahn AG)

- ☐ 1. class
☐ 2. class

- ☐ Window
☐ Aisle

- ☐ Compartment
☐ Broad-spaced area

☐ Special seat (mobile phone, laptop seat, etc.):

An electronic ticket (Bahn-Tix) will be deposited for you at the ticket terminal!

If you prefer a different kind of ticket, please choose below:

- ☐ Paperticket for travellers: ☐ 1 ☐ 2 ☐ 3
☐ DB-onlineticket for travellers: ☐ 1 ☐ 2 ☐ 3

Identification DB-onlineticket (bahnbonus card
 number or creditcard) necessary

- ☐ Bahncard 25%
☐ Bahncard 50%
☐ 1.class ☐ 2.class

Bahncard no. (if not
 yet mentioned):

valid until (dd.mm.yy):

creditcard number:
 (if not yet mentioned)

valid until (mm/yy):

Hotel



☐ Hotel just as Voyage- / Rail journey data (please fill out the missing data)

City:

Date of arrival:
 (dd.mm.yy)

Location:

Date of departure:
 (dd.mm.yy)

Hotelwunsch:

Type of room:

☐ double ☐ single

Price limit:

up to € / Tag

☐ Late arrival: after
 (time; hh:mm)

The hotels need a creditcard in order to guarantee your booking.

creditcard number:
 (if not yet mentioned)

valid until (mm/yy):

Rental car



☐ Rental car just as Voyage- / Rail journey data (please fill out the missing data)

Pick up location:

Drop off location:

Pick up station:
 (e.g. airport)

Drop off station:
 (e.g. airport)

Date of pick up:
 (dd.mm.yy)

Date of drop off:
 (dd.mm.yy)

Pick up time:
 (hh:mm)

Drop off time:
 (hh:mm)

Type of vehicle:
 (no guarantee)

Type

Rental car
 company:

Credit-/Rental car card number:
 (if not yet mentioned)

valid until (mm/yy):

Further remarks / special requests / divergent term of delivery

Customer data profile

- ☐ Please send me a customer data profile form in order to save the
 personal data.